



## **Safety - Policy and Practice**

The safety of young children is of paramount importance. To ensure the safety of both children and adults, the pre-school will ensure that:

- All children are supervised by adults at all times and will always be within sight of an adult.
- A book is available at each session for the reporting of any accident/incident.
- Regular safety monitoring will include checking of the safety and accident record.
- All adults are aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door during these periods.
- Children will leave the group only with authorised adults. A SAFEWORD must be given if it is not an Adult we know.
- Safety checks on premises indoors are made before every session.
- Low-level glass will be covered or replaced by safety glass.
- Equipment is checked regularly, and any dangerous items repaired/discarded.
- The layout and space ratios allow children and adults to move safely and freely between activities.
- Fire doors are never obstructed.
- Fires/heaters/electric points/wires and leads are adequately guarded.
- All dangerous materials, including medicines and cleaning materials, are stored out of reach of children.
- Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.
- Adults do not walk about with hot drinks or place hot drinks near children.

- Fire drills are held at least once a term. (Community Centre hold weekly fire drills)
- A Pre-school committee member/Manager/Supervisor will undertake a Risk Assessment once a term.
- A register of both adults and children is completed as people arrive so that a complete record of all those present is available in any emergency.
- A correctly stocked first aid box is always available.
- Fire extinguishers are checked annually (by the Community Centre).
- Whenever children are on the premises at least two adults are present. (This pertains to children not yet collected)
- Large equipment is erected with care and is checked regularly.
- Activities such as cooking, woodwork and energetic play receive close and constant supervision.
- On outings the child: adult ratio will be at least two to one.
- If a small group goes out there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- Internal safety gates/barriers are used, as necessary.
- The premises are checked before locking up at the end of the day/session.
- All Prescribed and non-prescribed medicines (child and/or adult) are kept away from children and in a secure place.
- Electrical equipment to PAT yearly

***See our Accident and Incident policy***

**Reviewed & re-agreed at AGM held 20th October 2023 Chair Alex Constantine**

**Reviewed & re-agreed at AGM held 04th October 2024 Chair Alex Constantine**